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DIRECTOR'S OFFICE MEMORANDUM 2009 - 8

EFFECTIVE: January 1, 2009

DATE: December 19, 2008

TO: Executive Policy Team
Administrative Management Team
Wardens

FROM: Patricia L. Caruso, Director

SUBJECT: PD 04.07.112 "Prisoner Personal Property" - Portable Media Players

The Department will soon be implementing a system by which general population prisoners and prisoners in protective segregation in Correctional Facilities Administration (CFA) institutions will be able to download to and play music from personal portable media players. The player, which will hold approximately 800 songs, will cost \$120; downloads will cost \$1.40 per song. (The player also includes an FM radio.) In addition to music, the player has the capacity to hold other content, such as educational material, as approved by the CFA Deputy Director. The players will not be available for purchase by prisoners or probationers in the Special Alternative Incarceration Program or allowed to be possessed by prisoners in any form of segregation other than protective segregation.

The only portable media player that is authorized for prisoner purchase is Model SEC-100 by Secure Media Systems. This model was designed and built specifically for use in correctional facilities and will alert the Department of any unauthorized activity in its use. The player contains an internal catalog of approximately 2 million song titles and has been filtered to exclude any songs which contain inappropriate themes. Prisoners may search the internal catalog by artist, song, genre, or album although only individual songs may be downloaded. The selected songs may then be downloaded by physically connecting the player to a connection port at the institution. The internal catalog is updated every two weeks, and any available updates will be automatically downloaded whenever the player is connected to the port. The player must be connected to the port at least once every 30 calendar days or the player will be automatically deactivated; purchased music will not be lost but the prisoner will not be able to access the music until s/he connects to the port. A player that is reported lost or stolen also can be deactivated.

Before downloading music, a prisoner must put money in his/her Prisoner Music Account. (This is not an account maintained by the Department but is the account maintained by Secure Media Systems to identify funds available to the prisoner to purchase downloads.) The minimum deposit to the Prisoner Music Account per disbursement is \$5.00. No refunds shall be issued. Appropriate business office staff shall process all disbursements received and, by the end of each business day, notify Secure Media Systems of the disbursements processed that day so that the funds may be transferred into the

appropriate Prisoner Music Account. The player will display the amount of funds available to purchase downloads once Secure Media Systems had made the funds available for use by the prisoner.

As part of the implementation process, each Warden will need to identify where connection ports will be installed at their institutions (The manufacturer refers to these areas as the “MusicWarden Connection Kiosks”). Wardens also will need to establish when and how prisoners will be provided access to those areas, which may differ based on security level; however, each general population or protective segregation prisoner who owns a player shall be provided the opportunity to access these areas at least once every 30 calendar days unless serving a loss of privileges sanction which restricts use of the player or due to other exigent circumstances. The CFA Deputy Director or designee shall oversee this implementation process, including arranging for installation of any required hardware and wiring.

The CFA Deputy Director or designee shall notify each Warden when prisoners at his/her institution may begin purchasing the players. Players will have the purchasing prisoner’s name and identification number entered into the device prior to delivery; therefore, the player does not need to be inscribed with the prisoner’s number prior to being given to the prisoner. Once purchased, a prisoner shall be permitted to possess the player even if transferred to a facility at which prisoners are not yet authorized to purchase the player. If the prisoner is reclassified to administrative segregation or is placed in temporary or punitive segregation, however, the player will be stored for the prisoner in the same manner as other allowable property.

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